

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, Supply Division, OL
3G10 [REDACTED]

EXTENSION

NO.

OL-14066-84

DATE

30 January 1984

STAT

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/IMSS/OL
2F31 [REDACTED]

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FORM
1-79610 USE PREVIOUS
EDITIONS

MEMORANDUM FOR: Chief, Information and Management Support Staff, OL

FROM:

[REDACTED]
Chief, Supply Division, OL

STAT

SUBJECT: FY 1986 Standard Support Requirements

REFERENCE: Your memo OL 4021-84 dtd 25 Jan 84

1. We have reviewed the Directorate of Administration 1985 Program Standard Support Requirement Document as requested. The only change required by this Division concerns travel and transportation, specifically, the Single Transportation Allotment. Therefore, it is requested that the last paragraph on page 21 be rewritten as follows:

"To support a 10 percent increase in travel/transportation activity contained in New Initiatives where SSR factors were not previously applied, the OL requires one additional position to handle [REDACTED]"

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2. If further information is required, please contact [REDACTED] on extension [REDACTED]

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b. pg 10 - Logistics

The Supply Division's capabilities to support an increase in Agency personnel depends greatly upon the functional areas that are increased. The Supply Division generally has enough flexibility to support the increase of [redacted] employees without requiring an increase in resources as long as the personnel are distributed fairly evenly along the broad spectrum of activities which we support. However, STAT

increase in Supply Division staffing. An increase of 100 employees to the DI would require an increase of a full-time Office of Logistics position. The Supply Division's ability to support the DI is presently at capacity and new increases are continually requiring establishment of new logistics positions where none has previously existed. The assignment of new positions to the DO would have a similar impact on the Supply Division as long as the new positions were evenly distributed.

Page Denied

b. pg 18 - Facilities

The Supply Division requires 1 - 2 positions for each new facility that is established. Recent experience with development of new facilities have reflected the need for a logistics officer to be assigned to support these facilities in order to insure that they receive timely logistics support.

c., pg 20 - Services - For an increase of 10 percent travel transportation

The Supply Division would require 1.5 positions to support a ten percent increase in travel transportation. [redacted] would ~~STAT~~ utilized in the Central Processing Branch as they are currently operating at capacity and are unable to absorb additional increases.

STAT [redacted] transportation requirements. In addition, the Supply Division would require [redacted] supplement the Single Transportation Allotment. ~~STAT~~

2. pg 22 - Equipment

The Supply Division could absorb a ten percent increase in equipment without the assignment of additional personnel. However, if this equipment is to be placed in storage, the Supply Division would require [redacted] for the acquisition of new storage space. ~~STAT~~ The Office of Communications Rehab program has absorbed all of the Supply Division's capability for storage of additional material and, as a result, an increase of ten percent would require the acquisition of additional space.

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